

FRANKLIN COUNTY SHERIFF'S OFFICE

Position: Budget Officer 1

Bargaining Unit: Exempt

Hours: 40 hours per week, overtime eligible

Job Description:

This position is assigned to the Sheriff's Office Finance & Budget Bureau.

Examples of job duties include:

- Project Sheriff's operating budget account information to determine status of various accounts;
- Analyze trends to identify problems;
- Calculate costs of proposed pay increases and benefit revisions for collective bargaining negotiations;
- Recommends budget revisions and control measures;
- Correlates appropriations for specific programs with appropriations for division and bureau budget programs;
- Monitors and analyzes use of various leaves by staff to calculate relief factors, to determine staffing needs, and request appropriate funding;
- Compiles records of expenditures for reimbursement programs;
- Participates in preparation and development of documentation to support and justify annual budget requests for the office;
- Compiles statistics and other data relevant to annual requests as well as supplementary requests and applications for fund transfers;
- Monitors, updates and balances ledgers, journals and checking accounts;
- Verifies and justifies invoices for payments and makes payments as needed;
- Other duties as assigned

Knowledge, Skills and Abilities:

Knowledge of business administration and/or public administration including budgeting, accounting, and finance; statutes, rules, regulations and procedures governing fiscal activities of county agencies*; skill in operating a calculator and layout and use of spreadsheet applications; ability to define problems, collect data analyze facts and draw valid conclusions; compose memoranda, letters, and brief documents; use statistical analysis; proofread technical materials, recognize errors and make corrections; handle sensitive inquiries from and contacts with public and government officials. Must be able to type 30 wpm.

*May be developed after employment

Minimum Class Qualifications:

Undergraduate degree in Business Administration, Finance, Public Administration or Accounting required